

PROCEDURE FOR OBTAINING A WATER VENDING MACHINE OPERATOR'S LICENSE

License Application Form: DHS 8604

California Health and Safety Code (H&SC) Section 111120 requires that a water vending machine (WVM) operator in California obtain a license issued by the Department of Health Services' Food and Drug Branch (FDB) to operate a WVM. The following describes what you must do to obtain the license.

LICENSE APPLICATION

1. Submit a fully completed application form together with the required fee. You may call the FDB Water Licensing Desk at (916) 650-6515 to receive **Form DHS 8604** by mail, or download the form from the FDB website, <http://www.dhs.ca.gov/fdb/> (click "Application Instructions and Forms").

Please make sure to write your firm name (If your check does not bear the firm name), license number (If the application is for renewal of your license), and the phrase "PCA Code 85125" on your check or money order. The fee is non-refundable. The license is valid for one calendar year. Any incomplete and/or illegible application will be RETURNED to the applicant.

2. You must provide:
 - a. An evaluation certificate (for each WVM) from an independent authority approved by FDB (At present, FDB accepts certificates from the National Automatic Merchandising Association or NAMA; phone 312-346-0370).
 - b. Copy of coliform test results (and also test results for total dissolved solids if your WVM dispenses "Purified Water").
 - c. A list of machine locations and information on the source water for each machine (see the sample format* below).
 - d. Color-photographs showing that the subject vending machine(s) displays the following information as required by H&SC Sections 111170(c) and 111175(a): (1) product type/name; (2) name and address of the operator; (3) the fact that the water is obtained from an approved public water supply; (4) treatment process; and (5) phone number that may be called for further information, service or complaints.

* Sample Format:

Location	Vending Machine Manufacturer, Model # and Serial #	NAMA Certificate #	Name, Address and Phone # of Municipal or Public Water District

3. After obtaining the license, you must do the following at minimum:

- a. Coliform analysis: You must test water for total coliforms at least once every six months. Maintain the original analysis report, and send a photocopy of the report to your local FDB office (call one of the FDB offices on Page 3 to get the address and phone number of the closest FDB office). The testing laboratory may send a copy of the test report directly to the local FDB office on your behalf. The laboratory must clearly identify your firm name, address, and license number on the report. You can obtain the list of certified laboratories near your location by calling DHS' Environmental Laboratory Accreditation Program (ELAP) at (510) 620-3155 or by visiting the program's website: <http://www.dhs.ca.gov/ps/ls/ELAP/default.htm>.

Take four samples, and send all four samples to the testing laboratory (the testing laboratory may sample directly, or ask you to take the samples following its instruction for sample collection). The laboratory will randomly select one of the four samples and test for coliforms.

The laboratory may use the presence/absence (P&A) test for the coliform analysis. Only negative (absence) test data are acceptable. If a sample tests positive (presence), you must resample the water (i.e., four random samples) within 24 hours and test using the multiple tube-fermentation method. If the test data show that the water contains more than 2.2 most probable numbers (MPN)/100 ml, you must immediately stop vending the water; investigate the cause of the problem; take corrective actions; resample/test the water; and notify FDB Water Licensing Desk. You must not resume the vending of water until the test shows that the water contains total coliforms of less than 2.2 MPN/100 ml.

- b. If your WVM dispenses "purified water," the water must be tested for total dissolved solids each time the WVM is serviced (H&SC Section 111145).
- c. Record keeping: You must maintain all records/test data for at least for 2 years pursuant to the Title 21, Code of Federal Regulations, Section 129.80 (h). Refer to this section regarding the types of information to be kept.

- d. **Renewal of license:** Your license is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date, which is printed on the license. You will receive a renewal notice from FDB approximately two months before the expiration date of your license. Follow the instructions on the renewal notice and submit the completed application form, a check or money order for the license fee payment, and a copy of the most recent coliform test data for each WVM. If for some reason, you do not receive a renewal notice, you may contact the FDB Water Licensing Desk at (916) 650-6515 to request an application or download an application from the FDB website at: <http://www.dhs.ca.gov/fdb> (click “Application Instructions and Forms” button on the left side of the page): Select the link for “Water Vending Machine Operator Application (DHS 8604).” Please make sure that you submit the completed application form, a check or money order for the license fee payment, and a copy of the most recent coliform test data for each WVM.

Note: You must not modify or change the original water treatment process, and/or the design and construction of your WVM. If any modification and changes become necessary, however, you must contact NAMA phone (312-346-0370) and have the WVM re-evaluated by NAMA. You must submit a copy of the re-evaluation certificate from NAMA to one of the FDB office below prior to beginning operation of the modified or changed WVM.

FOOD AND DRUG BRANCH OFFICES

FDB Food Safety Inspection Unit-Northern Region

100 Paseo de San Antonio, Room 304, San Jose, CA 95113
Telephone: (408)277-1832; Fax: (408) 277-1141

FDB Food Safety Inspection Unit-Southern Region

1449 West Temple Street, Room 224, Los Angeles, CA 90026
Telephone: (213) 580-5720; Fax: (213) 580-5750

(Revised 05/01/06)